



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240
January 11, 2000



Department of the Interior Acquisition Policy Release (DIAPR) 2000 - 1

**Subject: U.S. DEPARTMENT OF THE INTERIOR NOTICE TO CONTRACTORS,
SUBCONTRACTORS, AND LESSORS**

1. **Purpose.** By law, Executive Order, or internal policy, the U.S. Department of the Interior prohibits discrimination in the workplace, including sexual harassment, based on race, color, national origin, sex, religion, disability, age, or sexual orientation. As a means of encouraging non-discrimination by its contractors, subcontractors, and lessors, the U.S. Department of the Interior requires that a notice to prospective contractors, subcontractors, and lessors be posted on certain web sites and included in the transmittal notices, and/or terms and conditions of solicitations, contracts, and leases, as appropriate.
2. **Effective Date.** The following policy is effective immediately.
3. **Expiration Date.** This policy release will remain in effect until canceled or superseded.
4. **Background and Explanation.** The Federal contracting process has long been an instrument for implementing policy initiatives. While discrimination is prohibited by law for some categories of individuals, other categories are protected by Executive Order and policy applicable to the Federal and Departmental civilian workforces only. As a means of encouraging comprehensive non-discrimination policies by its contractors, subcontractors, and lessors, the U.S. Department of the Interior hereby establishes a policy requiring that the following notice to prospective contractors, subcontractors, and lessors be:
 - A. Posted on all Internet web sites identifying contracting and other business opportunities with the U.S. Department of the Interior and individual bureaus;
 - B. Included in the transmittal notices or special provisions of solicitations and contracts for non-commercial items/services over \$100,000; and
 - C. Included in leases awarded directly by Interior bureaus and offices:

**NON-DISCRIMINATION NOTICE TO U.S. DEPARTMENT OF THE INTERIOR
CONTRACTORS, SUBCONTRACTORS, AND LESSORS (DEC 1999)**

Based upon law, Executive Order, or internal policy, the Department of the Interior prohibits discrimination in the workplace, including sexual harassment, based on race, color, national origin, sex, religion, disability, age, or sexual orientation. The Department urges its contractors, subcontractors, and lessors to develop and enforce comprehensive anti-discrimination policies for their places of work.

This notice states the Department's non-discrimination policy and encourages the same from its contractors, subcontractors, and lessors. With the exception of categories protected by law, compliance is voluntary and no extraordinary enforcement or protection mechanisms on the part of the Government are implied.

5. Action Required. (1) Bureau Acquisition Managers will distribute this policy release to all appropriate members of their staffs for immediate implementation; (2) Bureau Acquisition Managers will coordinate with their respective Web Site Administrators to ensure that the notice is posted on web sites identifying contracting and other business opportunities; and (3) Bureau IDEAS-PD System Administrators will make necessary changes to include the above notice in transmittal, and solicitation/contract provision or clause templates.

Please contact Patricia Corrigan of this office on (202) 208-1906 if you have any questions regarding this policy issuance.

A handwritten signature in black ink, reading "Debra E. Sonderman". The signature is fluid and cursive, with the first name "Debra" and last name "Sonderman" clearly legible.

Debra E. Sonderman, Director,
Office of Acquisition and Property Management